



STATE OF WASHINGTON
DEPARTMENT OF FINANCIAL INSTITUTIONS
DIVISION OF CONSUMER SERVICES

P.O. Box 41200 • Olympia, Washington 98504-1200
Telephone (360) 902-8703 • TDD (360) 664-8126 • FAX (360) 664-2258 • <http://www.dfi.wa.gov>

February 8, 2005

Dear Check Casher/Seller Licensee:

Enclosed are the Consolidated Annual Report ("report") and Annual Assessment Report ("worksheet") forms for Check Cashers, Check Sellers, and those with Small Loan Endorsements as authorized by WAC 208-630-022. Please use the worksheet to compute your company's annual assessment. Return your completed worksheet with remittance (checks payable to "Washington State Treasurer") to this office, on or before April 15, 2005. A penalty of \$100.00 per day will be assessed if the report and worksheet with your payment are not received by the due date.

"Volume" is defined in WAC 608-630-022(3) as including all transactions made under the Check Cashers & Sellers Act (RCW 31.45) and supporting rules (WAC 208-630) for all Washington-licensed locations of your company. If the total volume of business conducted (for each license type) by your company is over one million dollars, you are required to pay \$530.86 for each location licensed by Washington.

The worksheets are thoroughly checked by our Financial Examiner staff and any discrepancies may result in additional costs or penalties to you. This requires additional time for both your office and ours, so please review the instructions and your reports carefully.

In addition to the worksheet discussed above, you must provide us with a report covering your business in Washington during the year 2004. The information should be filed as of the year ended December 31, or your established fiscal year.

If your company operates on a non-calendar fiscal year, these documents are due 105 calendar days following the close of your fiscal year. Please e-mail to kmcdonnell@dfi.wa.gov or fax to 360/704-7015 to notify us of your fiscal year ending date. We expect you to track the due date and deliver the proper documentation on time, without further reminders from this office. Please provide written notification of your fiscal year by the April 15th deadline to avoid the late penalty.

If your company holds a Check Seller License, you must also update the calculation of Surety Bond coverage using your company's Washington check sales totals from 2004. If your average check sales have increased sufficiently, you may need to increase your bond coverage. Please refer to WAC 208-630-030 and WAC 208-630-035 for specific requirements. Please review page 2 of the instructions for more details.

This year, rather than require you to send a complete set of financial statements, we've provided a table to submit specific financial information. However, if your company operates on the net worth alternative to the Small Loan Endorsement surety bond, a full set of financial statements is still required quarterly.

Thank you for your prompt attention to this matter. You may review the RCW and WAC references from our website at your convenience. If you have questions about this process, please contact Mrs. Kae McDonnell by e-mail kmcdonnell@dfi.wa.gov, phone 360/902-8815, or fax 360/704-7015.

Sincerely,

W. Kwadwo Boateng
Program Manager

Enclosures



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**CHECK CASHERS, CHECK SELLERS, and SMALL LOAN ENDORSEMENTS
2004 ANNUAL ASSESSMENT REPORT**

Name of company as licensed in Washington: _____

WA File Number: _____ Number of locations holding WA licenses during 2004: _____

Licensed as: ☐ Check Casher ☐ Check Seller ☐ Small Loan Endorsement

Assessment based on: ☐ 2004 Calendar Year ☐ Fiscal Year (dates) _____

Due Date: April 15, 2005 105 days after FY end-date: _____

A penalty of \$100.00 per day will be assessed if received in our office after due date.

The consolidated annual report should include all of the company's Washington State business in a single report. Do not file a separate report for each location. Report all dollar amounts in whole dollars. Leave no blanks, enter "-0-" if needed.

Analysis of Dollar Volume of Business Conducted Under The Check Casher/Sellers Act & Small Loan Endorsement for Assessment		No. Licensed Locations	Dollar Volume
1.	Total dollar volume of checks cashed during 2004 for company.		\$
2.	If line 1 is greater than \$1 million, enter count of company's locations holding Washington Check Casher licenses.		
3.	Total dollar volume of checks sold during 2004 for company. (Enter zero if checks are sold as an agent of exempt company)		\$
4.	If line 3 is greater than \$1 million, enter count of company's locations holding Washington Check Seller licenses.		
5.	Total dollar volume of WA small loans made during 2004 for company.		\$
6.	If line 5 is greater than \$1 million, enter count of company's locations holding Washington Small Loan endorsements.		
7.	Add lines 2, 4, and 6. Enter the total here.		
8.	Multiply line 7 by \$530.86 and enter the total here, pay this amount. Checks should be made payable to the "Washington State Treasurer." (You must submit this document by due date, even if total is zero.)		\$

This report will be reconciled to the required Consolidated Annual Report and other financial reports previously submitted.
See WAC 208-630-022 for authority.

I hereby certify under penalty of perjury that the information contained in this annual assessment report has been carefully examined by me and is correct and complete, and further acknowledge that there are no misrepresentations or omissions of material facts.

Signature of Preparer

Date

Typed or printed name

Title

Phone

Fax

e-mail



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CHECK CASHERS, CHECK SELLERS, and SMALL LOAN ENDORSEMENTS
2004 CONSOLIDATED ANNUAL REPORT

Name of company as licensed in Washington: _____ WA File Number: _____

Number of locations licensed: _____ Check Casher _____ Check Seller _____ Small Loan Endorsement

Reporting Period: ☐ 2004 Partial Calendar Year (starting date) _____
☐ 2004 Full Calendar Year ☐ Fiscal Year (dates) _____

Due Date: Calendar year: April 15, 2005 105 days after FY end-date: _____

A penalty of \$100.00 per day will be assessed if received in our office after due date.

Type of Activity Conducted (check all that apply):

- ☐ Check Cashing (payroll checks, government checks, etc)
☐ Check Selling (money orders, travelers checks, etc) ☐ Agent for: _____
☐ Small Loans (payday loans, cash advance, payroll advance, delayed deposit, etc)

This consolidated annual report should include all of the company's Washington State business in a single report.

Report all dollar amounts in whole dollars. Leave no blanks, enter "-0-" if needed.

Analysis of Business conducted under the Washington Check Casher and Sellers Act		Column A Check Cashing	Column B Check Selling	Column C Small Loans	Column D Company WA Totals
1.	Total number of employees and annual payroll for Washington locations during the period. <i>(Report only those employees associated with check cashing, check selling and small loan business.)</i>				# \$
2.	Total number & dollar volume of WA transactions during the period.	# \$	# \$	# \$	
3.	Total dollar amount of fees collected in WA during the period.	\$	\$	\$	\$
4.	Number & dollar volume of small loans that entered into payment plans during the period.			# \$	
5.	Number & dollar volume of small loans held in payment plans at the end of the period.			# \$	
6.	Number & dollar volume of un-deposited checks held at the end of the period.	# \$	# \$	# \$	
7.	Number & dollar amount of returned (NSF) checks during the period.	# \$	# \$	# \$	
8.	Number & dollar amount of returned (NSF) checks held at the end of the period.	# \$	# \$	# \$	
9.	Total dollar amount of additional fees collected for returned (NSF) checks.	\$		\$	\$
10.	Number & dollar amount of charge-offs (losses), net of recoveries, for the period.	# \$		# \$	# \$
11.	Total dollar amount of Washington net income before taxes earned under this authority.				\$
12.	Total dollar amount of WA net income after taxes earned under this authority.				\$

Is your record keeping system computerized? ☐ No ☐ Yes – software name & vendor: _____

What is your Surety Instrument?

☐ Small Loan Bond # _____ Issued by: _____ Bond Amount: \$ _____
☐ Net Worth in lieu of Small Loan Bond (licensee must file quarterly financial statements with DFI)
☐ Assignment of Funds (CD) # _____ Bank: _____ CD Amount: \$ _____
☐ Check Seller Bond # _____ Issued by: _____ Bond Amount: \$ _____
☐ Check Casher License Only (no surety required)

Company-wide Financial Statements as of Period End (December 31st or end of Fiscal Year) date: _____

Current Assets	\$		Current Liabilities	\$
Long Term Assets	\$		Long Term Liabilities	\$
Total Assets	\$		Total Liabilities	\$
			Capital (Net Worth)	\$
Fee Income	\$		Operating Expense	\$
Other Income	\$		Other Expense	\$
Total Income		\$	Total Expense	\$
Pretax Income	\$		Net Income (after taxes)	\$

I hereby certify under penalty of perjury that the information contained in this consolidated annual report has been carefully examined by me and is correct and complete, and further acknowledge that there are no misrepresentations or omissions of material facts.

Signature of Preparer

Date

Typed or printed name

Title

Phone

Fax

e-mail

CHECK CASHERS, CHECK SELLERS, and SMALL LOAN ENDORSEMENTS 2004 CONSOLIDATED ANNUAL REPORT AFFIDAVIT

I, _____ the undersigned being the President, Manager, or Treasurer
print name of company President, Manager, or Treasurer *circle correct title*

of _____, a Washington licensed Check Casher/Seller Company,
print company name as licensed
swear (or affirm) that to the best of my knowledge and belief the statements contained in this report, including the accompanying schedules and statements (if any), are true and that the same is a true and complete statement in accordance with the law.

Signature of company President, Manager, or Treasurer

Signed and sworn before me this _____ day of _____ 20____ and

I hereby certify that I am not an officer or director of this company. _____

Signature of Notary Public

notary seal here

Notary Public in and for the:

State of _____

County of _____

My appointment expires: _____

Instructions for completing the Check Cashers/Sellers Consolidated Annual Report

We suggest you begin by reviewing all pages and making a copy of the blank forms. Please type or prepare these forms in dark ink. Blank forms are available from our website at www.dfi.wa.gov/cs/check.htm for your convenience. To avoid a penalty of \$100 per day, these forms must be received by DFI on or before the deadline, even if the answers are all “zero.”

Name of Company – Please include the licensed name of your company on both of the reports. Do not use any trade names or “dba’s.” When possible, we’ve populated this line for you.

WA File Number – If you know your file number (the last five digits of your license number), please provide it here to speed our data filing. When possible, we’ve populated this line for you.

Number of Licensed Locations – This should be the total number of offices (or branches) that held a Washington State License during 2004. When possible, we’ve populated this line for you.

Licensed As – Check all the boxes that apply for your company’s Washington business. Do any of your locations hold a Check Casher License? A Check Seller License? A Small Loan Endorsement? When possible, we’ve populated this line for you.

Reporting Period – These forms are designed to report Washington business conducted during the calendar year 1/1/04 through 12/31/04.

If your company operates on a *calendar* year basis, these reports are due in DFI’s offices by 4/15/05. If your license was issued prior to 1/1/04, check “2004 Full Calendar Year.” If your company was first licensed in 2004, check “2004 Partial Calendar Year” and enter your first license issue date.

If your company operates on a *fiscal year* (FY) basis, check “Fiscal Year” and enter the start & end dates for your fiscal year. If your company operates on a non-calendar-year fiscal-year basis, count 105 days from the end of your fiscal year and enter the due date – your reports must be received by DFI on or before this calculated due date. If this is your first filing, we’d appreciate a message by 4/15/05 to verify your fiscal year dates and your calculation of the due date. You may e-mail this to kmcdonnell@dfi.wa.gov or fax 360-704-7015.

Type of Activity Conducted – Please check all boxes that apply for the business your company conducts in Washington.

If you sell checks (eg: money orders, travelers’ checks) as an agent for another company (eg: your office sells “American Express” travelers’ checks), please check the “Check Selling” and “Agent for” boxes and write in which company’s products you sell.

Columnar Table for Analysis – Please answer these questions based on the activity type or company totals. All information in this table should be for Washington business only. The business activities are separated by columns: Column A for your Check Cashing business, Column B for your Check Selling business, and Column C for your Small Loan (“payday” loans) business. If your company does not conduct that activity, enter zero in that column. Column D should be a total of Columns A+B+C and should not include other business activities (eg: grocery store, pawn shop, etc.) conducted in the same location(s). When “number and dollar” are both asked, enter the count beside the “#” sign and the dollar volume below it.

1. Total number of employees and annual payroll: This is the total number of workers and total dollar amount of payroll for your Washington locations for the activities above (check cashing, check selling, and payday loans). Do not include staff for non-Washington locations. If your company provides other services (eg: pawn shop, grocery store, etc) please advise or estimate employees and payroll for just the check cashing, check selling, and payday loans activities. Enter the number of workers beside the “#” and below it enter the payroll dollar amount.

2. Total number & dollar volume of WA transactions during this period: This is the number and dollar volume of transactions, by activity type, for Washington business during the reporting period (usually calendar year 2004). Enter the number of transactions beside the “#” and below it enter the total dollar amount in each separate column.

3. Total dollar amount of fees collected in WA during this period: This is the total dollar volume of fees your company charged for these activities (by column).

4. Number and dollar volume of small loans that entered into payment plans during the period: This is a count of loans, and the total dollar volume of payday loans which converted to a payment plan over the course of the period (usually calendar year 2004). Enter the count of loans beside the “#” and below it enter the total dollar amount of these payment plans.

5. Number and dollar volume of small loans held in payment plans at the end of the period: This is a count of loans, and the total dollar volume of payday loans which are still in a payment plan at the end of the period (usually 12/31/04). Enter the count of loans beside the “#” and below it enter the total dollar amount of these payment plans.

6. Number and dollar volume of un-deposited checks held at the end of the period: This is a count of checks, and the total dollar volume of those checks, which had not yet been deposited at the end of the period (usually 12/31/04). This may include checks cashed, post-dated checks held as collateral for a small loan, or other checks received in connection with the Check Cashing, Check Selling, or Small Loan business activities.

Instructions for completing the Check Cashers/Sellers Consolidated Annual Report (continued)

7. Number & dollar amount of returned (NSF) checks during the period: This is a count of checks, and the total dollar volume of those checks, which had been deposited by you but were returned for insufficient funds.

If you are a licensed Check Seller (not an Agent for another firm), include in Column B information about instruments you sold which were returned to you by the customer because your bank had not honored them.

8. Number & dollar amount of returned (NSF) checks held at the end of the period: This is a count of checks, and the total dollar volume of those checks, which had been deposited by you but were returned for insufficient funds, and you are still holding at the end of the period (usually 12/31/04).

If you are a licensed Check Seller (not an Agent for another firm), include in Column B information about instruments you sold which were returned to you by the customer because your bank had not honored them.

9. Total dollar amount of additional fees collected for returned (NSF) checks: This is the total amount of fees your company collected from customers to redeem NSF checks

10. Number and dollar amount of charge-offs (losses), net of recoveries, for the period: This is the number and total dollar volume of accounts charged off as uncollectible, adjusted for recoveries, during the period (usually 1/1/04 through 12/31/04).

11. Total dollar amount of Washington income BEFORE taxes earned under this authority: This is your income earned from Washington business as a licensee under this Act before you pay taxes on these earnings. If your business operates in other states, do not include that income in this box. If your company conducts other business activities (eg: grocery store, pawn shop, etc) at the same location(s), list only the income earned as a Check Casher, Check Seller or Payday Lender.

12. Total dollar amount of Washington income AFTER taxes earned under this authority: This is your income earned from Washington business as a licensee under this Act after you pay taxes on these earnings. If your business operates in other states, do not include that income in this box. If your company conducts other business activities (eg: grocery store, pawn shop, etc) at the same location(s), list only the income earned as a Check Casher, Check Seller or Payday Lender.

Computerized Records – If your record keeping system is computerized, we'd like to know the software and vendor names please.

Surety Instrument – Please take this opportunity to check your surety records and verify that information for us. Check only the boxes that apply, although you may check more than one box. All licensees must check at least one box.

Check Sellers must update the calculation of surety coverage amount annually. See the "Check Seller Surety Bond" form linked from <http://dfi.wa.gov/cs/check.htm> on our website and use the first page in that form for this calculation. Return the calculation form to us when submitting these reports. If needed, forward an original signed and sealed rider to update your surety coverage.

Company-wide Financial Statements – Rather than collect various company financial statements in assorted formats, this year we'd appreciate just a portion of that information on this report. For this portion of the report, please include all business activities (you need not separate the Check Cashing/Check Selling/Small Loan business activities from any other parts of your business) and all locations (you need not separate Washington from other jurisdictions) of your company.

Reminder: If you hold a Small Loan endorsement (to make "payday" loans) and operate under the Net Worth option in lieu of a surety bond, your company is required to file financial statements with DFI quarterly. You may attach the most recent quarterly financial statement with this filing for convenience.

Preparer's Certification & Information: Who actually prepared this report? That person should complete the preparer's certification and information portion.

Affidavit – Although these documents may be prepared by the accounting department (or other party within your company); the Corporate President, Manager of an LLC, or company Treasurer must review the final document and sign the affidavit. Please remember to have the affidavit notarized.

Attachments – This Consolidated Annual Report (CAR) form should be returned to DFI with the Annual Assessment Report form. Use the information from the CAR form to complete the Annual Assessment Report and calculate the annual assessment fee (if any) that you owe. Both report forms should be returned to DFI by the deadline. Check(s) should be made payable to the "Washington State Treasurer" but all should be delivered to DFI at

US Post Office Mail:

PO Box 41200, Olympia WA 98504-1200

Other Couriers (eg: FedEx, UPS, etc):

150 Israel Rd SW, Tumwater WA 98501

Still Need Help? Send your specific questions via e-mail to kmcdonnell@dfi.wa.gov or phone 360/902-8815 and someone from the DFI staff will research and respond separately. *HINT: This might be a good time for you to check our licensing information for your company to verify addresses, dba's, etc. See our "Licensee List" at www.dfi.wa.gov/cs/list.htm for the details. If you find changes are needed, contact the licensing unit by e-mail above or fax 360/704-7015.*